

## **OUTREACH MEETING DISCUSSION SUMMARY**

### **MEETING DATE OCTOBER 1, 2010**

County Staff in attendance: Bryon Mitchell, Manager, Office of Life Safety  
Sharon Goetz, Manager of Permitting Services  
Larry Willard, Chief Plumbing Inspector  
John Picco, Chief, Plan Review  
Vijay Kapoor, Engineering- Project Manager  
Lisa Orr, Program Coordinator, Office of Environmental Sustainability  
Emily Roche, Administrative Specialist

#### Agenda items discussed:

##### ➤ Sustainability (Green!) Trainings & Events

- Lisa Orr, Program Coordinator for the Frederick County Office of Environmental Sustainability, presented several EXCITING informative trainings and events that are occurring locally.
- October is National Energy Awareness Month
- The Frederick News Post is launching "Green". "Green" is a quarterly insert in the Frederick News Post which will provide insight into different local trainings, projects and ideas relating to energy conservation, power usage and ways to "Go Green". The first edition was presented October 1, 2010.
- Every first Friday- Office of Environmental Sustainability offers a "Sustainable Conversation". This meeting is open to County employees. Tim Jones from Glory Energy and other local representatives present strategies to save time, money and resources.
- October 10<sup>th</sup>- Home Depot on Rt. 355 is offering a Fall Energy Workshop. Learn about strategies and products that can increase the value of your home and decrease energy use and utility bills.
- Office of Environmental Sustainability will also be launching "Green Homes Challenge". This challenge will include Power Saver Certifications, Power Aware Parties, as well as introductions to other available programs. More information will come.

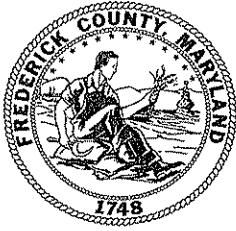
##### ➤ Applicant Feedback Regarding New Insulation Inspection

- Insulation Inspections began July 1, 2010.
- Mr. Seawright inquired if private 3rd party inspections were a possibility. Permits response was that a comfort level needed to be attained by the County in this new inspection process before this could happen, but that at some point the County would probably allow the practice.
- A couple of notes from the Building Inspectors:

- ❖ A **partial** Insulation Inspection is needed if the project is Slab on Grade and a **Second** Insulation Inspection is needed for the balance of the house before drywall.
  - ❖ Depth markers in the attic
  - ❖ Pull Down stairs require insulation (minimum R30)
  - ❖ Final Inspection would include- blown in attic and basement wrap
  - Any questions contact the Building Inspector.
- Expiration of Building Permits & Applications
- How long is an issued Building Permit Valid? *One year from the date of issuance unless the permit has been finalized and completed OR an extension has been granted.*
  - When do I need to extend it? The request must be received *PRIOR to the expiration date.*
  - Do I need to have inspections to extend my permit? *The initial building code inspection is required; an inspection every six months is not needed.*
  - How long is a Building Permit Application valid? *Six months from date of application.*
  - If a permit expires, do I need to start over with a new permit application? *Yes!*
    - ❖ Reminder Notices are sent out 2 months prior to permit expiration.
    - ❖ Extension request forms are available online at [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit)
    - ❖ It is the applicant's responsibility to track their permit status.
- Open discussion of other topics
- Beginning in 2011, Permitting Outreach Meetings will be held Quarterly, unless there is a need to hold a "Special/ Update" meeting.
- Frederick County Offices will be closed October 11, 2010 for Columbus Day.
- As of today there are no updates in regards to Stormwater Management and MDE. DPDR is still waiting for MDE.
- Accessibility Federal Regulations have been updated (after 12 years); but at this point the State has not accepted the Federal Regulations..... Hopefully, next year Permitting and Plan Review will offer seminars regarding the new regulations.....Stay Tuned.

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Please note: This ends the published discussion summary, which may not include all discussion that occurred. It is not intended to be actual minutes of the meeting.



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND

*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

## PERMITTING OUTREACH MEETING

### NUMBER 29

October 1, 2010 @ 9:00am  
DPDR Meeting Room, Lower Level  
30 North Market Street

### AGENDA

- I. Introductions
- II. Green Building Update – Lisa Orr, Frederick County Office of Environmental Sustainability
- III. Applicant Feedback Regarding New Insulation Inspection
- IV. Expiration of Building Permits & Applications
  - Answers to these questions, and more:
    - ❖ How long is an issued Building Permit valid?
    - ❖ When do I need to extend it?
    - ❖ Do I need to have inspections to extend my permit?
    - ❖ How long is a Building Permit Application valid?
    - ❖ If a permit expires, do I need to start over with a new permit application?
- V. Open discussion of other topics

To propose topics of discussion for future Permitting Outreach Meetings, contact Sharon Goetz at [SGoetz@FrederickCountyMD.gov](mailto:SGoetz@FrederickCountyMD.gov).

\*\*\*\*Next Meeting Date: December 3, 2010\*\*\*\*

### Remaining 2010 Meeting Schedule

December 3, 2010

*Please note that Permitting Outreach meetings are held every other month on the first Friday of the month at 9:00AM, unless a holiday falls on that date.*

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## Frederick County Building Code Insulation Inspections

- Mandated by the State of Maryland's adoption of the International Energy Conservation Code (IECC) effective January 1, 2010. Frederick County target effective date of July 1, 2010.
- Goals of the IECC
  - To address energy conservation requirements for all aspects of energy uses in both commercial and residential construction.
  - To ensure that building envelopes are designed to be energy efficient.
  - To require that the installation of energy efficient mechanical, lighting and power systems emphasize performance thereby saving resources.
  - To require designs that will result in the optimal utilization of fossil fuels and nondepletable resources.
- Revised sequence of Building Inspections to incorporate Insulation Inspection
  - Framing Inspection – Check for current requirements with new emphasis on:
    - Verify Shear Wall Bracing installation
    - Verify Wind Bracing installation
    - Verify Sheathing installation
    - Verify Floor to Floor/Foundation connections for Wind Shear
    - No Siding or Brick Veneer to be installed at this stage
  - Mechanical, Electric, Plumbing and Fire Systems rough-ins inspected.
    - Verify MEP installation did not compromise framing.
  - Insulation Inspection – Close in Inspection
  - Final Inspection
    - Verify Insulation in Attic and Unfinished Basements



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*Office of Permitting and Inspections*

30 North Market Street Frederick, Maryland 21701

301-600-3463 FAX: 301-600-3464 TTY: Use Maryland Relay Service

[www.frederickcountymd.gov](http://www.frederickcountymd.gov)

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**CLOSE IN/INSULATION INSPECTION**

References are as follows; R= IRC International Residential Code, IPC= International Plbg Code, IECC= 2009

International Energy Conservation Code

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**VERIFICATION REQUIRED FOR INSPECTION SIGN OFF.**

- ☐ Job address is posted in a visible location. (R321)
- ☐ Permanent certificate posted on or in electrical distribution panel. (IECC 401.3)
- ☐ Permit and approved plans are on site and accessible to the inspector.
- ☐ Previous required inspections are signed off (rough-in plumbing, mechanical, electrical, and framing inspections).
- ☐ Slab/ foundation insulation installed correctly.
- ☐ The newly constructed area is dried in (roofing is complete and exterior moisture barriers are installed).
- ☐ Insulation is installed at roof, walls, and floors at the thickness indicated by prescriptive requirements unless superseded by a design professional (IECC Table 402.1.1).
- ☐ Prescriptive Insulation Requirements for Residential Occupancies.
- ☐ Any insulation with facings, vapor barriers, or breathable papers, installed within floor/ceiling or roof/ceiling assemblies, walls crawl spaces, under-stair voids, or attics, has a flame spread rating of less than 25 and a smoke density not to exceed 450. (Exception: Unfaced insulation is okay when concealed in areas previously mentioned.) (R302.10.1)

- ☐ Insulation is securely installed at walls not being fully enclosed (fireplaces, crawl space walls, etc.)
- ☐ All recessed light fixtures are IC (insulation contact) rated or enclosed within a sealed assembly per NEC, or provide 3" minimum clearance from fixture to insulation (IECC 402.4.5).
- ☐ Baffles are installed that allow ventilation into the attic space through eave vents. There is a minimum 1" clear over the top of insulation. Baffles are made of rigid material resistant to wind-driven moisture.
- ☐ R-Value markers installed in the attic, showing the installed thickness and maximum settling thickness, and installed every 300 square feet facing the access. (IECC 303.1.1.1)
- ☐ Attic access framing in place to keep insulation from falling through access hole. (IECC 402.2.3)
- ☐ The vapor barrier is to be installed to warm side of wall, floor, or ceiling.
- ☐ The water lines and plumbing to be on the warm side of insulation in walls. (IPC 305.6)
- ☐ Caulking and sealing around fenestration, piping, etc done correctly.
- ☐ Crawl space insulation is adequately supported.
- ☐ Insulation is not blocking the foundation vents.
- ☐ Insulation is tight to the floor decking and to the rim joist. Rim joist is fully batted.
- ☐ Designed and constructed to meet requirements of the 2009 Edition of the International Energy Conservation Code.

## ENERGY COMPLIANCE INFORMATION CERTIFICATE

Section 401.3 of Residential Energy Code requires a permanent certificate to be posted on or in the electrical distribution panel. The certificate should be completed by the builder or registered design professional.

### Predominant Values

Windows Fenestration. List the installed values.

U-factor	SHGC

☐ Value Averaged

Using the table below, indicate what R- values and type of insulation will be used.

Ceiling	Wall	Floor	Crawl Space

☐ Value Averaged

Insulation Type: ☐ Batt ☐ Spray ☐ Foam ☐ Other: \_\_\_\_\_

HVAC

Equip. Type \_\_\_\_\_ SEER \_\_\_\_\_ Duct Insulation \_\_\_\_\_  
(Split System, Package Unit)

Service Water Heating

Equip. Type \_\_\_\_\_ Efficiency \_\_\_\_\_ Pipe Insulation \_\_\_\_\_  
(Size of Equip)

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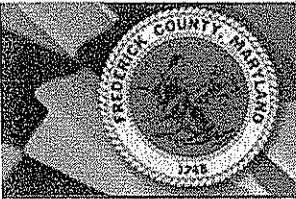
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**EXTENSIONS FOR BUILDING PERMITS AND  
PENDING APPLICATIONS**

- Pending Building Permit Applications expire 6 months from date of application unless the permit is issued or an extension has been granted.
- Issued Building Permits expire one year from date of issuance unless the permit has been finalized and completed, or an extension has been granted.
- Extensions must be requested PRIOR to expiration of the application or permit.
- Extension request forms are available on the Permits website [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit).
- An issued Building Permit cannot be extended unless the initial Building Code inspection has been approved within one year from date of permit issuance. Inspections for other related permits (grading, electrical, plumbing, etc.) are not considered the initial Building Code inspection.
- An extension for a pending Building Permit Application is for a 6 month period (from date of expiration).
- An extension for an issued Building Permit is for a period of 1 year (from date of expiration).

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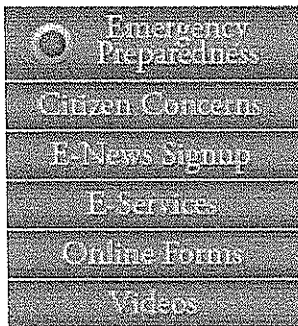
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## Building Permit/ Application Extensions

Each request to extend an application or a permit shall be made in writing with justification and received in advance of expiration date. Please use the forms listed below. Each extension for a pending application shall not exceed six months. Each extension for an issued permit shall not exceed one year. Expired permits are not eligible for an extension.

### Extend ISSUED Building Permit

[Extend Issued Residential Bldg Permit](#) - New Dwelling permit

[Extend Issued Residential Bldg Permit](#) - All other residential permits

[Extend Issued Non-Residential Bldg Permit](#) - New, Core, Vanilla Box, and All Tenant Occupancy Permits with the exception of a Tenant Occupancy for no construction or change of use for a space that has been previously occupied

[Extend Issued Non-Residential Bldg Permit](#) - Foundation only, Sign, Trailer, Demolition, Retaining wall, Tank, and Tenant Occupancy with no construction or no change of use for a space that has been previously occupied

### Extend Pending Building Permit Application (NOT ISSUED)

[Extend Pending Residential Bldg Permit](#) - New Dwelling permit

[Extend Pending Residential Bldg Permit](#) - All other residential permits

[Extend Pending Non-Residential Bldg Permit](#) - New, Core, Vanilla Box, and All Tenant Occupancy Permits with the exception of a Tenant Occupancy for no construction or change of use for a space that has been previously occupied

[Extend Pending Non-Residential Bldg Permit](#) - Foundation only, Sign, Trailer, Demolition, Retaining wall, Tank, and Tenant Occupancy with no construction or no change of use for a space that has been previously occupied

## PLEASE READ

A Building Permit is valid for one year from the date of issuance.

Please note that revising a Building Permit does not change the date of issuance.

If the first building code inspection required for a Building Permit is not approved within one year from the original date of issuance, the permit is no longer valid and cannot be extended. For instance, the first building code inspection for a deck permit is the footing inspection. The first building code inspection for a permit to finish a basement is the framing inspection.

If the first inspection has been approved, but the final inspection is not approved within one year from the date of issuance, the permit will expire unless an extension has been granted.

If a Building Permit expires or becomes invalid, a new Building Permit submittal will be required with new forms and new fees.

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To request an extension, please complete the request below and mail it along with the payment of \$110.00 to:

Department of Permits and Inspections  
30 North Market Street  
Frederick, MD 21701

Please make check payable to "Frederick County". The request and payment must be received by this office prior to permit expiration.

----- ✂

Building Permit Number \_\_\_\_\_ Date of Issuance \_\_\_\_\_

A/P Name Printed on Permit \_\_\_\_\_

Street Address of Building Site \_\_\_\_\_

Please give justification for extension:

\_\_\_\_\_  
\_\_\_\_\_

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30 North Market Street  
Frederick, MD 21701

Please make check payable to "Frederick County". The request and payment must be received by this office prior to permit expiration.

Building Permit Number \_\_\_\_\_ Date of Issuance \_\_\_\_\_

A/P Name Printed on Permit \_\_\_\_\_

Street Address of Building Site \_\_\_\_\_

Please give justification for extension:

\_\_\_\_\_  
\_\_\_\_\_

## PLEASE READ

A Building Permit Application is valid for six months from the date of submittal.

Please note that revising a Building Permit Application does not change the date of submittal.

If there is justified cause for an extension, you may request a six-month extension. Please note, however, that if the only reason the Building Permit has not been issued is because fees have not been paid, this is not considered justified cause and the request will be denied.

If a Building Permit Application expires or becomes invalid, it will be voided and a new Building Permit Application submittal will be required with new forms and new fees.

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To request an extension, please complete the request below and mail it along with the payment of \$110.00 to:

Department of Permits and Inspections  
30 North Market Street  
Frederick, MD 21701

Please make check payable to "Frederick County". The request and payment must be received by this office prior to expiration.

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Today's Date: \_\_\_\_\_

A/P (Application) Number \_\_\_\_\_

Date of Submittal \_\_\_\_\_

A/P Name \_\_\_\_\_

Street Address of Building Site \_\_\_\_\_

Please give justification for extension: \_\_\_\_\_

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A Building Permit Application is valid for six months from the date of submittal.

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Today's Date: \_\_\_\_\_

A/P (Application) Number \_\_\_\_\_

Date of Submittal \_\_\_\_\_

A/P Name \_\_\_\_\_

Street Address of Building Site \_\_\_\_\_

Please give justification for extension: \_\_\_\_\_